

Session 12-07 a Regular Meeting of the Library Advisory Board was called to order on August 7, 2012 at 5:08 pm by Chair Eileen Faulkner at the Homer City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: BOARDMEMBERS COGGER, GROESBECK, FLETCHER, FAULKNER, AND GORDON

ABSENT: BOARDMEMBER SCHROEDER (UNEXCUSED)

STAFF: LIBRARY DIRECTOR ANN DIXON  
DEPUTY CITY CLERK RENEE KRAUSE

### **APPROVAL OF THE AGENDA**

Chair Cogger requested a motion to approve the agenda.

COGGER/GROESBECK – SO MOVED.

The agenda was approved by consensus of the Board.

### **PUBLIC COMMENTS REGARDING ITEMS ON THE AGENDA**

There was no audience present.

### **RECONSIDERATION**

There were no items for reconsideration.

### **APPROVAL OF THE MINUTES** *(Minutes are approved during regular meetings only)*

A. Meeting Minutes for the Regular Meeting on June 5, 2012

Chair Faulkner requested approval of the minutes.

There were two corrections regarding grammar noted.

The minutes were approved as amended by consensus of the Board.

### **VISITORS**

There were no visitors scheduled.

### **STAFF & COUNCIL/COMMITTEE REPORTS/ AND BOROUGH REPORTS**

A. Friends Report

There was no report as Ms. Cogger was unable to attend the last meeting due to illness.

B. Next Friends Meeting – August 8, 2012 at 6:00 P.M. Library Conference Room

Ms. Cogger stated that she will attend this meeting.

C. Director's Report August and Monthly Statistics July 2012

Ms. Dixon commented on the numerous activities with the summer reading program. They had 126 in attendance for the Magic Guy. Ms. Dixon reported that she has been working on the 2013 Budget, the

annual report to the State; and wrapping up the grant paperwork that is required. Ms. Dixon additionally reported on the Virtual Story Time that the State asked her to perform using the OWL videoconference equipment. A budget request for a new ILS system is up for final Public Hearing at the next Council meeting.

Ms. Dixon reported that the Rasmussen grant for 2013 has been submitted and to date has not heard anything back on it in response to a query from Mr. Groesbeck. She expected to hear from them soon as it has been almost two months since she submitted the grant request.

Mr. Gordon inquired about a technical difficulty during a presentation with "Joe" and if the fault was on the equipment. Ms. Dixon stated she would have to follow up on that issue. It was thought that maybe the age of the equipment contributed to the difficulties.

Ms. Dixon noted the only complaint received has been that people need to type softer because of the loud clacking of the keys while typing is disturbing.

There was no discussion.

E. Landscape Committee Report – Monica Cogger/Tamara Fletcher

The report is in the packet and it was established that the library definitely has canary reed grass and one volunteer has started removing the seed heads. There was a second work party on the People's Garden and it was noted that there is need to have signage for the Lupine as they are definitely not edible but since it is supposed to be edible plants the extension representative commented that the seed pods do resemble pea pods.

Rhubarb is in there, raspberries, and some iris bulbs have been planted in the back. Although these are ornamentals and not edible either.

Signage for the north meadow is needed and there is a new business open, Photo Depot which has the capability so they could get it done locally. Ms. Fletcher stated the Friends should be asked to purchase the signage required.

Ms. Fletcher responded to a question from Mr. Gordon regarding removal and disposal of the canary seed heads. She stated that they have a moral issue regarding the removal but there is no budget so it is all voluntary.

There was no further discussion.

F. Facilities & Technology Committee Report – Ken Schroeder/Dave Groesbeck

Mr. Groesbeck asked that the Facilities and Technology be independent of each other as committees since he has had trouble facilitating the convening of the sub-committee. He has been unable to contact Mr. Schroeder via phone or email.

Chair Faulkner agreed with the request to separate the one committee into two and inquired if there was consensus of the Board present to his request.

The Board agreed by consensus to create two committees and requested Mr. Groesbeck to proceed on his own regarding the issues concerning Facilities.

There was no further discussion.

G. Budget & Statistics Report – Phil Gordon

Mr. Gordon apologized for the lack of a report but so far if research has shown that there is chronic underfunding and due to this it is minimal in size and the collection while not antique it is significantly in effective as a whole for the community. His original concerns have been bolster and is not as complete as he would hope it to be. He has shared the information to date with staff.

Chair Faulkner explained why the CIP process was not the correct avenue to remedy the funding discrepancy. She further noted that if they continue to weed out the collection they will have emptier shelves.

Ms. Dixon responded that they struggle constantly to fulfill requests, the collection is aged in many sections, staff currently focuses on replacement, loss and repair and collection development takes another mind set.

Chair Faulkner stated that there are new cancer books available and the materials the Library has is from the 1980s. She noted that many of the books have just been on the shelves for 6 years due to the lack of space at the old library.

There was further discussion on the amount of money needed to supplement and replace the portions of the collection that were inadequate; replacing anything over 10 years; the collection is largely used by local area resident; City Council is restrained by the revenue sources available to them; the amount of money needed would have to come from other sources; obtaining the money then presents the issues of the lack of staff to process the additions to the collection; current staffing has so many additional duties now they cannot focus on the collection as required.

This is a long standing problem. He noted that Kodiak has been tripling their funding for collection development over the past 18 years and newer libraries have made enormous efforts when they got new sites to get a new collection. The Homer Library has not. Ms. Dixon agreed that the Council does have other responsibilities.

Chair Faulkner noted that they are in the Budget process now and they are already asking for \$33,000 for a new system. There is not enough time to submit additional request. She recommended devising a game plan and then proceeding.

Mr. Groesbeck commented that \$250 thousand is not unrealistic with the average cost of a book starting at \$33 and we need to make the case to council and the community to increase the amount for the collection development. He cited the numbers in circulation that proves it is a heavily used facility and needs some serious help from the council and community. He stated that more than one strategy must be looked at for resources of funding.

There was no further discussion.

H. Children's Art/ Art Report – Eileen Faulkner

No changes in display until school starts.

There was no report on this item.

**PUBLIC HEARING**

There were no items for public hearing.

**PENDING BUSINESS**

A. Library policies – Where are we at now?

Ms. Dixon reported that she doesn't have the time during the summer to work on the policies. She acknowledged the importance and urgency to get the video conference policy and collection development policy in place. She will be attending a conference in September and is hoping to come back from that

with something that can be useful. She noted that the copy of the College policy is not really appropriate for their needs.

Chair Faulkner requested the updated Policy Chart to be emailed to the Board and asked if she could come back with a draft in October.

**B. 2013 Budget Schedule and Discussion on the Needs of the Library**

Chair Faulkner explained the process for the benefit of the new members. She asked Ms. Dixon what she was going to request for books this year and Ms. Dixon responded, "No Comment". She was open to suggestions but she had the overall budget to consider, she additionally stated that the City Manager asked to keep it the same as for 2012.

The discussion continued on the importance of collection development; that staff and materials are all equally important because without either you would not be able to develop the collection. Chair Faulkner recommended withholding a recommendation or support until September to review the draft budget line item by line item; Chair Faulkner commented that once the budget has been decided then they must hit up council members; Ms. Dixon reported that the City Manager will most likely take a very conservative approach; Ms. Fletcher commented that the Board should support the budget request from Parks and Recreation to fund Parks & Recreation Maintenance additional personnel for the season and to support IT for additional personnel too.

Ms. Dixon reiterated that the Rasmussen grant is very important and shows that they really need that money to develop the collection. Ms. Fletcher reminded the Board on the power of an email that can be sent to the Clerk's office as a private citizen; the Clerk suggested approaching the Councilmembers that would be most understanding of the need for developing the collection.

There was no further discussion.

**NEW BUSINESS**

**A. Absences of a Board member**

Chair Faulkner introduced the item for discussion. She commented on the absences of Board member Schroeder was elected to the Vice Chair Position at the Regular April meeting of the Board. He was informed at that time that he would be chairing the June meeting as Ms. Faulkner would be absent. Mr. Schroeder did not call in or appear for the June meeting was unresponsive for a July meeting and has not appeared for the current meeting. Chair Faulkner noted this is not the first time this was addressed.

She cited the excerpt provided by the Clerk she was declaring the seat vacant. She then polled the members of the board whether to keep Mr. Schroeder as a member but remove him as vice chair or declare the seat vacant. Chair Faulkner polled each member.

Cogger, Groesbeck, Fletcher & Faulkner - Vacant

Gordon – Abstained, for reasons that he was of fully informed on the issues and hasn't spoken to Mr. Schroeder.

Chair Faulkner noted that the majority were in favor of declaring the seat vacant and requested the Clerk to send a memo to the Council and City Manager regarding their actions tonight as soon as possible.

Chair Faulkner then noted the vacancy for Vice Chair and nominated Ms. Cogger for the position. Ms. Fletcher seconded. Mr. Groesbeck called for the question.

VOTE. YES. NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

A brief discourse on the longevity of each member ensued and the Chair reminding each member that if they are not able to make a meeting as soon as possible notify the Clerk's office.

There was no further discussion.

B. Discussion on Conducting and Scheduling Committee Meetings

Chair Faulkner then opened the discussion on the importance of scheduling Committee meetings providing a minimum of two week's notice to the Clerk's office for proper advertisement. Chair Faulkner reminded the Board that the committee member(s) must supply a brief synopsis of the meeting with the general topics not a laundry list just the action taken or discussion conducted. Please remember to include who was in attendance.

There was general comment that it is a legal requirement regarding open meetings and public accessibility.

C. Capital Improvement Plan 2013 – 2018

Chair Faulkner opened discussion giving a brief discussion on the purpose for the Capital Improvement Plan (CIP).

The discussion opened with a suggestion to use the same projects as last year however it was noted that several of the projects have been funded already. The Board members proceeded to list their five choices as follows:

Faulkner – Aerial Fire Truck, Water Storage, Haul out Facility, Karen Hornaday Park, Ice Plant

Fletcher – Water Storage Distribution Improvements, Maritime Academy, Aerial Fire Truck

Cogger – Aerial Fire Truck, Water Storage, Maritime Academy, Kachemak Tidal Power

Groesbeck – Fire Truck Refurbishment, Maritime Academy, Collection Development, Energy Conservation Arctic Energy and Resurfacing of the Parking Lot and Drainage Issues at the Library. He acknowledged that these items were not on the list.

Gordon – Collection Development and willing to support the group decision since he did not feel informed on city needs.

FAULKNER/FLETCHER - MOVED TO APPROVE THE FOLLOWING PROJECT RECOMMENDATIONS IN PRIORITY ORDER FOR THE 2013 CAPITAL IMPROVEMENT PLAN

1. Aerial Fire Truck
2. Water Storage Distribution Improvements
3. Alaska Maritime Academy
4. Kachemak Bay Tidal Power
5. Ice Plant

VOTE. YES. GROESBECK, COGGER, FAULKNER, FLETCHER  
ABSTAIN. GORDON

Motion carried.

D. Discussion on a New Computer System for the Library

Chair Faulkner introduced the item for discussion.

Chair Faulkner commented that the new system proposed will cost \$33,000 but over 5 years will save \$25,000 and it would re-coup the costs in three years. Ms. Dixon stated that the proposed new computer system is an open source system versus a proprietary system which is less expensive. She was comfortable with the recommendation from IT and there are more free options and the current yearly

costs are \$12,000 whereas the new system would cost \$3500 per year. The City of Haines has the system and they are a fairly similar size entity and love the system. They have a museum and it works well for King County which is a very large entity.

### **INFORMATIONAL MATERIALS**

There were no informational materials in the packet.

### **COMMENTS OF THE AUDIENCE**

There was no audience present.

### **COMMENTS OF THE CITY STAFF**

Ms. Krause commented that they are allowed one more member from outside city limits too.

Ms. Dixon congratulated Ms. Cogger.

### **COMMENTS OF THE COUNCILMEMBER** *(If one is assigned)*

There was no councilmember present.

### **COMMENTS OF THE CHAIR**

Chair Faulkner commented that this was the first firing of a Board member but it had to be done. However this creates two vacancies on the board and they need to go out and shake the bushes come March 31<sup>st</sup> there will be four short. She could not stress the need of new members or there will be no board in April. She thanked everyone for their efforts; budget time gets to be fun.

### **COMMENTS FROM THE BOARD**

Mr. Groesbeck had no comments.

Ms. Cogger thanked the Board for allowing her to be vice chair.

Mr. Gordon had no comments.

Ms. Fletcher thanked Ms. Cogger for accepting the nomination and role of Vice Chair and Kudos to Ann for moving forward on the software.

### **ADJOURNMENT**

There being no further business to come before the Chair Faulkner adjourned the meeting at 6:38 p.m. The next Regular Meeting is scheduled for September 4, 2012 at 5:00 pm at City Hall Cowles Council Chambers 491 E. Pioneer Avenue, Homer, Alaska.

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Renee Krause, CMC, Deputy City Clerk I

Approved: \_\_\_\_\_